

DEPUTY ATTORNEY GENERAL III

OPEN - STATEWIDE

CONTINUOUS TESTING



State of California
DEPARTMENT OF
JUSTICE

P.O. BOX 944255
Sacramento, CA 94244-2550

CALIFORNIA STATE GOVERNMENT - AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

IT IS THE OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

CONTINUOUS TESTING Testing is considered continuous as dates can be set at any time. The testing office will accept examination packets continuously and will test applicants as needs warrant. Once you have taken the Training and Experience Questionnaire examination, you may not retest for six (6) months.

WHO SHOULD APPLY Persons who meet the minimum qualifications as stated on this bulletin. This is an Open Examination. Applications will not be accepted on a promotional basis.

FILING INSTRUCTIONS All applicants must complete and return the entire examination packet. The examination packet must include the following:

- [State Examination Application \(Form STD 678\)](#)
- [General Instructions/Affirmation](#)
- [Training and Experience Questionnaire](#)
- [Conditions of Employment](#)
- [Recruitment Survey](#)

To download the examination packet, go to the Attorney General's web site <http://ag.ca.gov/careers/exams.php>, or use the links provided in the list above.

File in Person:

Department of Justice
Testing and Selection Office
Attention: DAG III Analyst
1300 "I" Street, Suite 720
Sacramento, CA 95814

Mailing Address:

Department of Justice
Testing and Selection Office
Attention: DAG III Analyst
PO Box 944255
Sacramento, CA 94244-2550

DO NOT SUBMIT APPLICATIONS TO THE "I" STREET MAIL ROOM, THE 11TH FLOOR RECEPTIONIST, OR THE STATE PERSONNEL BOARD.

SPECIAL TESTING ARRANGEMENTS If you are an individual with a disability and need reasonable accommodation to participate in this examination, please mark the box in question #2 on the "Examination Application". You will be notified in writing to determine what assistance can be provided.

SALARY RANGE \$7,682 - \$9,478

ELIGIBLE LIST INFORMATION An open eligible list will be established for the Department of Justice. The names of successful competitors will be merged onto the list in order of final scores, regardless of date. Competitors' eligibility will expire 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION All applicants must meet the education and/or experience requirements for this examination.

CONTINUE TO THE NEXT PAGE

MINIMUM QUALIFICATIONS

Six years of legal experience in the practice of law in a governmental jurisdiction or in the private practice of law. Experience in the “practice of law” or “performing legal duties” is defined as (1) only that legal experience acquired after admission to The Bar, or (2) experience as a judicial clerk for a Federal court, California state court, or another state’s appellate court of last resort. For an individual’s judicial clerkship to qualify as experience in the “practice of law” or “performing legal duties”, the experience must have been gained after receipt of a Juris Doctor or equivalent degree. (Applicants will be admitted to the examination upon completion of five and one-half years of legal experience, but must complete six years of such experience before they will be eligible for appointment.)

ALL CANDIDATES MUST HAVE ACTIVE MEMBERSHIP IN THE CALIFORNIA STATE BAR.

****Experience in the “practice of law” or “performing legal duties” is defined as only that legal experience acquired after admission to The Bar, or (2) experience as a judicial clerk for a Federal court, California state court, or another state’s appellate court of last resort. For an individual’s judicial clerkship to qualify as experience in the “practice of law” or “performing legal duties”, the experience must have been gained after receipt of a Juris Doctor or equivalent degree.***

THE POSITION

Incumbents in this class are well-experienced attorneys who have developed the expertise necessary to capably perform the most complex and sensitive work of the Office of the Attorney General on an independent basis. A Deputy Attorney General III represents and acts as counsel for large State departments, for a group of boards and commissions whose legal work is difficult, and advises district attorneys, county counsels, grand juries, and other public agencies staffed principally by attorneys. Persons in this class are assigned litigation of great difficulty and handle cases that are likely to be appealed to the highest courts. They may act as a lead person over the work of other attorneys.

EXAMINATION INFORMATION

The examination will consist of a Training and Experience Questionnaire and is the sole component of the Deputy Attorney General III examination. To obtain a position on the eligible list a minimum score of 70% must be received.

TRAINING AND EXPERIENCE QUESTIONNAIRE - Weighted 100.00%

In addition to evaluating the competitor’s relative abilities as demonstrated by quality and breadth of experience, emphasis in the Training and Experience Questionnaire process will be on measuring the following competencies:

1. Reading and Analyzing Written Information
2. Research and Investigation
3. Written Communication
4. Oral Communication
5. Case Management
6. Judgment and Decision Making
7. Interpersonal Skills

VETERANS PREFERENCE

Veterans Preference Credits will not be granted in this examination.

CAREER CREDITS

Career Credits will not be granted in this examination.

CONTINUE TO THE NEXT PAGE

GENERAL INFORMATION

THE DEPARTMENT OF JUSTICE reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all candidates will be notified.

IT IS THE CANDIDATE'S RESPONSIBILITY TO contact the Department of Justice, (916) 324-5039, for an examination without a written feature, three weeks after the final filing date if he/she has not received a progress notice.

IF A CANDIDATE'S NOTICE of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

APPLICATIONS are available at State Personnel Board offices, local offices of the Employment Development Department and the Department of Justice noted on the front.

IF YOU MEET THE REQUIREMENTS stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on the other side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

EXAMINATION LOCATIONS: Ordinarily, oral presentations are scheduled in Sacramento, San Francisco, Los Angeles and San Diego. However, locations of presentations may be limited or extended as conditions warrant.

ELIGIBLE LISTS: Eligible lists established by competitive examination, regardless of date, must be used in the following order; 1) sub-divisional promotional, 2) departmental promotional, 3) multi departmental promotional, 4) service wide promotional, 5) departmental open, and 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin.

GENERAL QUALIFICATIONS: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

ORAL PRESENTATION SCOPE: If an oral presentation is requested, in addition to the scope described on the other side of this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress he/she has made in his/her efforts toward self-development.

VETERANS PREFERENCE: California law allows granting of Veterans Preference Credits in open entrance examinations and open non-promotional exams. Credit in open entrance examinations is granted as follows: 10 points for veterans, widows or widowers of veterans, and spouses of 100% disabled veterans; and 15 points for disabled veterans. Credit in open non-promotional examinations is granted as follows: 5 points for veterans; and 10 points for disabled veterans. Directions for applying for veterans preference points are on the Veterans Preference Application (Form 1093) which is available from State Personnel Board Offices, Written Test Proctors, and the Department of Veterans Affairs, P. O. Box 942895, Sacramento, CA 94295-0001.

CAREER CREDIT: In Open, Non-Promotional examinations, career credit is granted to: (1) State employees with permanent civil service status, (2) full-time employees of the State who are exempt from State civil service pursuant to the provisions of Section 4 of Article VII of the California Constitution, meet all qualification requirements specified by the Board and have 12 consecutive months of services in an exempt position, and (3) members of the California Conservation Corps who have served one full year or are graduates of the California Conservation Corps (Eligibility shall expire 24 months after graduation from the California Conservation Corps). Three points are added to the final test score of those candidates who meet the above criteria, and who pass the examination. Such examinations cannot be for managerial positions described in Government Code Section 3513. Competitors not currently employed in State civil service who have mandatory reinstatement rights may be eligible for career credits, but they must explain their civil service status in the appropriate section on the Application (Form 678 or 679).

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on year-for-year basis.

California Relay (Telephone) Service for the Deaf or Hearing Impaired:
1-800-735-2929 (From TDD Phone) 1-800-735-2922 (From Voice Phone)

TDD is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD Device.

DEPARTMENT OF JUSTICE/TESTING AND SELECTION OFFICE
P.O. BOX 944255
1300 "I" STREET
SACRAMENTO, CA 94244-2550
(916) 324-5039

Department of Justice

Training and Experience Questionnaire General Instructions/Affirmation

Deputy Attorney General III

The Training and Experience Questionnaire is the sole component of the Deputy Attorney General III examination. To obtain a position on the eligible list a minimum score of 70% must be received. The instructions below should be read carefully and understood before completing this examination. Failure to do so may result in an inability to process your Training and Experience Questionnaire and disqualification from this examination.

All applicants **must complete and return the entire** examination packet. The examination packet consists of the following:

- State Examination Application (Form STD 678) - (Fillable Document)
- General Instructions/Affirmation - (Fillable Document)
- Training and Experience Questionnaire - (Fillable Document)
- Conditions of Employment - (Fillable Document)
- Recruitment Survey - (Fillable Document)

RESUMES ARE REQUIRED AND MUST BE RETURNED WITH YOUR EXAMINATION PACKET.

When completing the questionnaire, please do not choose more than one (1) response per question. The Affirmation and examination application must have original signatures.

Completed examination packets must be returned to one of the following addresses:

Mailing Address:

Department of Justice
Attention: DAG III Analyst
Testing and Selection Unit
P. O. Box 944255
Sacramento, CA 94244-2550

File in Person:

Department of Justice
Attention: DAG III Analyst
Testing and Selection Unit
1300 I Street, 7th Floor
Sacramento, CA 95814

I hereby certify that the information provided on this Training and Experience Questionnaire is true and correct to the best of my knowledge and contains no willful misrepresentations or falsifications. I also understand that if it is later discovered that I have made any false representations, I may be removed from the examination and/or the eligible list resulting from this examination, suffer loss of State employment, and/or suffer loss of right to compete in any future State examinations.

Your Signature: _____ **Date:** _____

Your Name (Printed): _____

DEPARTMENT OF JUSTICE
DEPUTY ATTORNEY GENERAL III
OPEN - STATEWIDE
EXAM CODE: 6JU51

CONDITIONS OF EMPLOYMENT
FORM 631
IDENTIFICATION #: _____
(Personnel Office Use ONLY)

NAME: _____ (PLEASE PRINT)
Last First M.I.

If you are successful in the above examination, your name will be placed on the active list and certified to fill vacancies according to the conditions you have specified on this form.
If you are unable to accept employment or do not reply to contacts from the department, your name will be placed on the inactive list for this classification.

PLEASE SELECT YOUR CHOICE(S) INDICATING LOCATION(S) YOU ARE WILLING TO WORK:

- | | | |
|-----|--------|-----------------------|
| ___ | (05) | Anywhere in the State |
| ___ | (0100) | Oakland |
| ___ | (1000) | Fresno |
| ___ | (3800) | San Francisco |
| ___ | (1900) | Los Angeles |
| ___ | (3700) | San Diego |
| ___ | (3400) | Sacramento |

PLEASE SELECT THE TYPE OF APPOINTMENT(S) YOU WILL ACCEPT

Please Check Your Choice:

- | | | |
|-----|-----|--|
| ___ | (D) | Permanent - full time <u>only</u> . |
| ___ | (R) | Permanent - part time or intermittent or Temporary - full time, part time, or intermittent. |
| ___ | (A) | All of the above |

NOTE: PLEASE NOTIFY THE DEPARTMENT OF JUSTICE/ TESTING AND SELECTION UNIT,
IN WRITING, OF ANY CHANGE IN YOUR ADDRESS OR AVAILABILITY FOR EMPLOYMENT.

DEPARTMENT OF JUSTICE
TESTING & SELECTION OFFICE
1300 "I" STREET
SACRAMENTO, CA 95814

Recruitment Survey

| | |
|---|--------------------|
| Name (optional): _____ | Date: _____ |
| Examination Title: DEPUTY ATTORNEY GENERAL III | |

This survey monitors the effectiveness of our recruitment activities. Thank you for taking the time to assist us in improving how we identify and contact persons interested in our Department.

Please return this survey with your application

1) **Where do you usually search for a job?** (which job board, newspaper, etc?): _____

2) **Did you visit the Department of Justice (Attorney General) website to obtain employment information?**

Yes ____ No ____ Comment: _____

3) **How did you FIRST learn about THIS examination? (CHECK ONLY ONE BOX)**

A) Advertisement:

- ☐ Newspaper advertisement (newspaper name): _____
- ☐ Other (e.g., magazine, radio) (explain): _____

B) School (College/University/Law School) (school name): _____

- ☐ Visited Career Center
- ☐ School Career Fair event (name/date): _____
- ☐ School website
- ☐ School notified me by email
- ☐ Other (please specify): _____

C) Professional/Community Organization: (organization name): _____

- ☐ Organization newsletter or office bulletin board
- ☐ Organization Career Fair/Conference event (name/date): _____
- ☐ Organization website
- ☐ Organization notified me by email
- ☐ Other (please specify): _____

D) Event:

- ☐ General Career/Job Fair (name/date): _____
- ☐ DOJ Open House (specify city): _____
- ☐ Other (please specify): _____

E) Internet:

- ☐ State Personnel Board website (WVPOS)
- ☐ Internet job board (e.g., Emplawyernet, Lawcrossing, Careerbuilder) (job board name): _____
- ☐ Department of Justice (Attorney General) website
- ☐ Internet - Other (please specify): _____

F) Miscellaneous:

- ☐ Department of Justice friend or family member
- ☐ Other (explain): _____